

News and Notes:

New Staff

Welcome Michael Mboob to the Department of Education, Office of Data Collections.. Michael started in early November and is going to be working with student data, specifically special education and assessment data and NCLB. Michael is a native of Murdo, a 2004 Graduate of Webster University with his MBA, and recently completed a tenure with the United States Army. For questions regarding special education, assessment and NCLB data see the below information.

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December Reporting Period Ends 12-1-2005

Submission Deadline December 15, 2005

The December student data submission should include all students enrolled by December 1. All students included in the fall reporting period must also be included in this submission. The federal child count data is extracted from this submission so if a student has been on an active IEP at any point during this school year, all special education data elements must be completed.

For those using SIMSNet or DDN Campus, you do not have anything to submit. Just make sure all student data in your system is up to date by the submission deadline of December 15.

Preparing For the December Report

To update for the December submission, the following steps should be completed.

1. Add New Students – Add any new students enrolled after September 30 and before December 1st.
2. If a student has exited between September 30 and December 1, assign a status end date and reason for leaving.
3. If a student has an IEP, complete / update special education data elements.

Students No Longer on an IEP

To end the special education records for a child no longer receiving services this year who has an eligibility date starting in this school year:

1. Go to Special Education tab in SIMS data

2. Enter an end date.
3. Enter the reason for leaving.
4. Save.

If you have a change in the IEP, you will have to complete the following steps to change the record:

1. Go into the existing special education record and enter an end date and reason for leaving of "Change in IEP Related Services."
2. Save.
3. Go to new entry.
4. Enter new IEP info; use first school day the IEP information becomes active for the eligibility date.
5. Save.

Ending Enrollments for Students with Active Special Education Records

When ending the enrollment for a student with an active special education record, the special education data will automatically be given the same end date as the enrollment records. Once this is done, you must still go into the special education data and enter a reason for leaving. This is replacing a former separate collection of the data. If these reasons aren't completed, we will have to contact districts with lists of students to have the updates done. Save some work and complete this element when students exit!!

Special Education Services

Please note: special education services should be reported in hours per week. Some districts are still reporting in minutes. That is not correct. For example: a student receives 40 minutes of speech per week, he should have .7 ($40/60=.666$ then round) not 40.

How to Get a List of Special Education Students

The special education child count is created from the December SIMS submission. It may be beneficial to provide your special education director a list of the students you have identified as being on an IEP.

For SIMSNet users you can get a report by completing the following steps:

1. Go to report wizard. DDN Campus schools go to SIMSNet reports.
2. Click on student information
3. Choose fields (be sure to included the at least the following fields under sped: Category, Program Type, Disability, Start Date, and End Date)
4. In the filter screen do the following: for "Category" set the filter to "Is not Null", for "Start Date" set it to ">" then enter the date "07-01-2004" (be sure to use dashes in the date) and on "End Date" set to "Is Null"
5. Create report

Common December Error

(Use of the Placement Categories)

Students ages 3-5 must use the 0300 placement categories regardless of their grade. If you have a child who is in kindergarten and age 5 on December 3, this child must have a placement category of 0305, 0315, 0325, 0335, 0345 or 0355, while students ages 6-21 must use the 0100 placement categories.

Final Corrections to Child Count Deadline

The Office of Data Collections will be sending a complete child count listing by mid-January. Please review this list for accuracy and completeness, as soon as it is received, so that we can submit required federal reports to USDOE by their deadline of February 1. ***Absolutely no corrections and or additions will be allowed to the child count after March 1, 2006.*** If you have any questions on this please contact Michael Mboob with the Department of Education.

Updating your Data

Data can be continually updated on the database. You do not need to wait for verification from this office that the December submission is complete. We would like schools to get in the habit of continually updating their data. By doing this we should be able to provide a better product and service. If data is constantly being updated, we should be able to “catch” programmatic errors sooner and chances are you will get a faster response to any questions you do have. (The phones tend to get a bit busy around the submission deadlines.)

Student Records Resources on the Web

<http://www.state.sd.us/deca/finance/data/sims>

The above internet address exhibits several resources for SIMS users. Included are lists of data elements, FAQ's, policy statements, newsletters, and updated information. If you have questions, you may want to check the website – it may save you a call.

Add or Remove Name from SIMSNet Listserv

To add or remove a name from the mailing list, please go to the following site and follow the appropriate link <http://listserv.state.sd.us/archives/simsnet.html>.

Schools SIMS Net Contact Person

Please email Jennifer Elrod, jennifer.elrod@state.sd.us with any personnel changes or SIMS contact information changes.

Frequently Asked Questions & Answers

Question: How are we supposed to code the exits for students that are placed in an “institution?”

Answer: Definition that the Data Collection Office is going by for an “institution”-A student that is placed on an involuntary basis would be placed in an “institution.”

All districts have a 90 day window for students that are being placed in an “institution.” The main item that districts want to be cautioned by is whether or not the “institution” is part of a school district and if it is, the student's exit would then be coded as a transfer to school in state versus committed to an institution. If you are questioning the status of the “institution” or how you should code a student's exit, please email shannon.brenner@state.sd.us.